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Class Specifications  
for the Class:

CHIEF CLERK II (BOARD OR COMMISSION)  
[CHIEF CLERK II (BOARD OR COMM)]

**Distinguishing Characteristics:**

A position in this class functions as the chief clerk for a regulatory board or commission having extensive authority over key segments of the State's economy in representing the public's interest such as the Public Utilities Commission. The board or commission serviced engages in complex quasi-judicial proceedings and all matters are appealable to the Supreme Court. A highly specialized professional staff also services the board or commission.

The position in this class is responsible for all activities preparatory and incidental to the actual hearing of cases, for the necessary procedures for documenting and disseminating decisions and orders and, upon further appeal, for submittal of the required records to the Supreme Court. This includes responsibility for drafting certain decisions and orders, incorporating findings, stipulations, terms and conditions. A position in this class is also responsible for various routine housekeeping services, and may supervise other clerical support personnel.

A large body of laws, rules and regulations are involved, and responsible explanation to the public, attorneys and others is inherent in the work.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties that are not listed.)*

Receives and screens applications and other documents; records and docket cases, assigns numbers, segregates documents and posts entries in the registers; as directed, distributes materials to appropriate staff for investigation and reporting; schedules all public hearings and meetings; arranges for travel, lodging and hearings facilities; prepares and types legal notices, assures that public hearing advertisements are arranged and coordinated, and notifies all principals and participants; issues notices to persons or corporations affected by proceedings before the board or commission; types orders requiring the production of books and documents to be used in staff investigations; transcribes verbatim statements, and non-verbatim notes of testimonies, arguments, rulings, motions, instructions, requests, etc., and prepares the minutes using a typewriter or word processor; may arrange for court reporter services; receives, marks, identifies and maintains custody of all evidence and exhibits; after hearings, places

dockets on the quorum meeting calendar for board or commission review, discussion or decision; prepares notifications of board or commission actions to all parties of interest; composes drafts of certain decisions and orders, incorporating all findings, stipulations, conditions, terms and provisions; handles clerical processing of decisions and/or orders, submits for board or commission approval, and arranges for service of copies; files completed dockets; prepares, assembles and indexes official records, and certifies and authenticates the record for filing with the Supreme Court on appealed cases; certifies and processes resolutions, excerpts of records, etc.; maintains appropriate operational statistics and prepares reports of statistical data; prepares for proper certification of general orders, rules, or regulations, and maintains official register; maintains inventory, and recommends disposition of records; testifies in court, as required, relative to the status and records of materials on file; and may supervise other clerical support personnel.

**Knowledge and Abilities Required:**

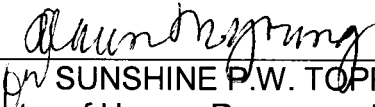
Knowledge of: Court recording and filing practices and procedures; appeal practices; practices and proceedings of boards or commissions; content, use of, and procedures for processing documents associated with boards or commissions hearings; office practices and procedures; grammar, word usage and spelling; office machines and equipment; and legal terminology.

Ability to: Accurately prepare, type, process and file a variety of complex documents, hearing notices, and other materials, in proper format and in accordance with established procedures; type accurately from plain and corrected copy at the rate of 40 net words per minute; learn and interpret laws, rules, orders and regulations; meet and deal effectively with others; independently carry out hearings support activities; summarize and brief materials; and plan and supervise the work of other clerical personnel.

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This is an amendment to the specification for the class CHIEF CLERK II (BOARD OR COMMISSION) [CHIEF CLERK II (BOARD OR COMM)], approved on March 10, 2010.

DATE APPROVED: MAY 05 2011

  
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